



# EPA Portal

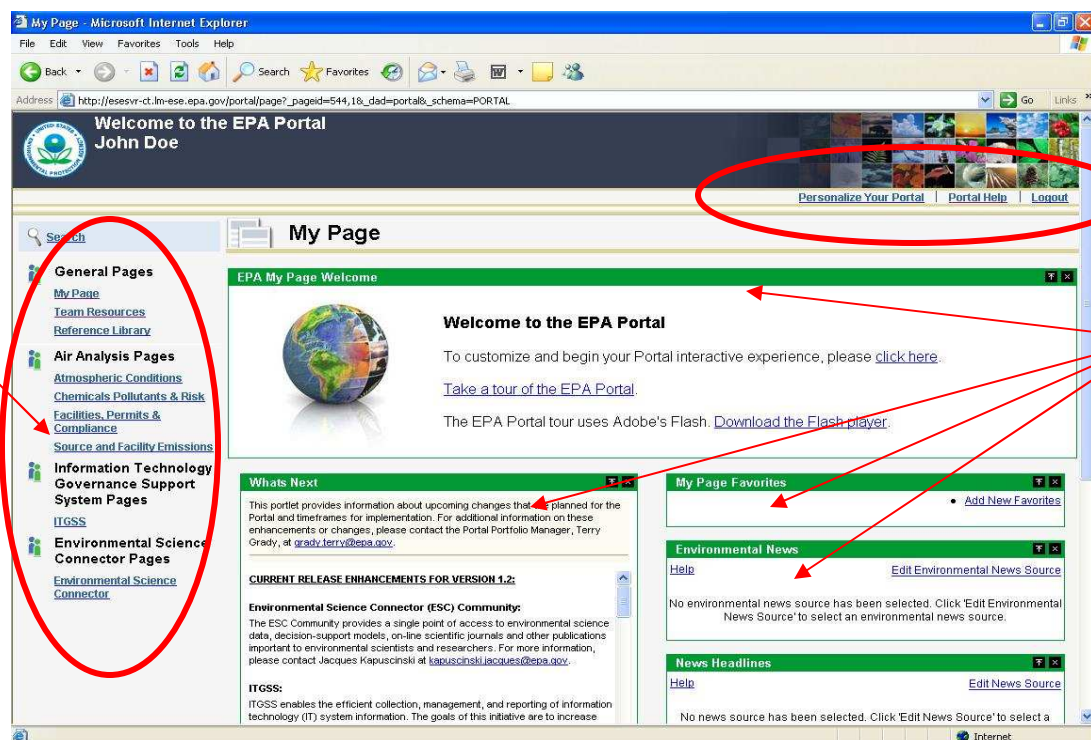
## QUICK REFERENCE GUIDE

## Basic Portal Navigation

A portal is a web application that provides personalization, single sign on, content aggregation from different sources, and hosts the presentation layer of information systems. The purpose of EPA's Portal is to allow users to access all of his/her business needs in one online location. As users begin to navigate the EPA Portal, please review the items below to enhance his/her ability to find his/her way on EPA's Portal.

### Home Page

When users first log into the portal, he/she will navigate to his/her home page. The EPA Portal home page looks like this:



### What is in the Header?

The header contains three links that will be persistent throughout a Portal session: Personalize Your Portal, Portal Help, and Logout. The Personalize Your Portal link allows users to change what Portlets appear on his/her Portal pages. The Portal Help link provides users with information about using the EPA Portal. The Logout link ends the portal session.



### How do I use the left navigation bar?

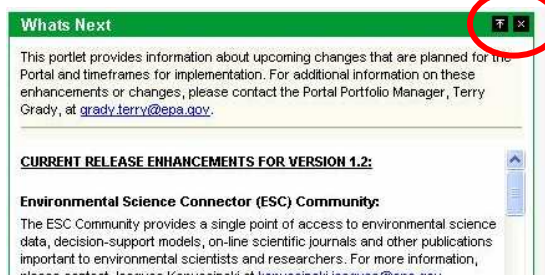
This navigation bar is customized based on the communities of which users are a part. It provides easy-to-use navigation to help users move through the Portal information. This bar will be present on each Portal page used to ensure that users can find your way throughout the duration of the Portal experience.

### What is a Community?

Communities are groups of pages in the Portal designed to meet the business needs of users who share similar interests or perform similar tasks. As such, the Community concept allows a Portal user to efficiently organize information, appropriately control access, and personalize the experience. Communities of which users are a part can be viewed on the left navigation bar.

### What is a Portlet?

A Portlet is reusable Web component that allows you to view specific information that you determine. Portlets are located in the center of the “My Page” location. Portlets collapse if a user clicks on the up arrow located in the top right corner. Similarly, if users wish to expand a Portlet, click on the down arrow located in the top right corner. To remove a Portlet, click on the “x” at the top right corner of the Portlet.



### How do I customize “My Page?”

The Portal allows users, as an individual Portal member, to design and build personalized Portal homepage based on your needs and preferences. Users are able to bring community resources related to specific business functions to the desktop, customizing the Portal experience. In addition, users can view traffic, news, and weather information for a precise area, and create a list of favorite resources (Websites, searches, etc) for quick, efficient access from the Portal. Users can also add and remove Portlets according to his/her preferences and job responsibilities. Users can do this by following the instructions at the top of the content on the EPA My Page Welcome.

If you have additional questions on Portal navigation, please contact: [Grady.Terry@epa.gov](mailto:Grady.Terry@epa.gov).